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UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL ELECTRIFICATION ADMINISTRATION
WASHINGTON 25, D. C.

September 28, 1951

TELEPHONE ENGINEERING MEMORANDUM 521

Subject: Contract to Furnish, Deliver and Install Central Office Equipment and Materials, REA form DS-T-25

This memorandum is being issued to explain the purpose of contract entitled, "Contract to Furnish, Deliver and Install Central Office Equipment and Materials," REA form DS-T-25, a copy of which is attached.

This form of contract is to be used by borrowers for purchasing new central office equipment and materials where such equipment and materials are to be installed by the supplier. It may also be used where the supplier is to furnish, deliver and install equipment and materials for additions to, or modifications of, existing central office equipment as indicated in paragraph 4 of this memorandum. The contract form includes a "Notice and Instructions to Bidders" for use in cases where the borrower elects to obtain formal competitive bids for the purchase, delivery and installation of the equipment. This section may be deleted if the contract is to be awarded on the basis of informal quotations.

For completely new central office installations the contract consists of the following:

- (1) Notice and Instructions to Bidders (Include as indicated above)
- (2) Proposal and Acceptance
- (3) Form of Contractor's Bond
- (4) Specifications:
 - Part I - General Specifications
 - Part II - Installation
 - Part III - Detailed Central Office Requirements (one required for each central office location)

For additions to, or modifications of, existing central office equipment, the contract consists of:

- (1) Notice and Instructions to Bidders (Include as indicated above)
- (2) Proposal and Acceptance
- (3) Form of Contractor's Bond
- (4) Detailed Specifications (to be prepared by the borrower's engineer)

Additional copies of the contract form may be obtained from REA upon request.

J. K. O'Shaughnessy
J. K. O'Shaughnessy
Chief, Engineering Division

Attachments:

Contract to Furnish, Deliver and Install
Central Office Equipment and Materials -
REA form DS-T-25

